

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
R3-53

2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 OPM Certification No	
7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel <input checked="" type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10 Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11 Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12 Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13 Competitive Level Code		14 Agency Use		15 Classified/Graded by		Official Title of Position	
a. U.S. Office of Personnel Management						Pay Plan		Occupational Code	
b. Department, Agency or Establishment								Grade	
c. Second Level Review								Initials	
d. First Level Review		Student Trainee (Biology)		GS		499		3	
e. Recommended by Supervisor or Initiating Office		Student Trainee (Biology)		GS		499		3	

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18 Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

STANDARD POSITION DESCRIPTION R3-53

Grade Level Guide for Aid & Technician Work, GS-400, TS-111, 12/91

Typed Name and Title of Official Taking Action

J.T. Westberg

Personnel Management Specialist

Signature

Date

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks

Supervisors Copy _____

Employee Copy _____

OPF Copy _____

Classification Copy _____

25 Description of Major Duties and Responsibilities (See Attached)

Introduction

Incumbent of this position serves as a student trainee under a Student Career Experience Program agreement with a participating college or university. The student performs a variety of duties in support of professional biologists. Assignments are designed to orient and expose the student to the mission and work of the U.S. Fish and Wildlife Service and to the benefits and conditions of Federal employment.

Major Duties:

- Receives on-the-job instruction, work assignments, and reading assignments which supplement academic training in the major areas of study.
- Carries out census efforts: collects and records information on habitat conditions, weather data, water level, gauge readings and visitor use.
- Drafts simple interpretive material such as species lists and basic information on various sites of interest to the public.
- Answers routine questions from visitors, provides directions, and may be called upon to conduct tours of the station.
- Participates occasionally in facility maintenance duties such as cleaning, painting, mowing, and routine maintenance.
- Prepares routine reports and covers project office during brief periods of absence of office staff.

Wildlife:

- Conducts population surveys and collects and/or identifies specimens of birds, small mammals, reptiles, amphibians, and plants found locally.
- Keeps track of YCC Camp supplies, materials and tools and ensures their availability at the proper site and time.
- Participates as an observer in habitat management planning, food crop planting, and law enforcement activities.

OR

Fisheries:

- Participates in varied technical activities related to the fish production program. Duties may involve preparation of food and feeding of fish, handling of fry and fingerlings, disease control, utilization of water supply, manipulation of fish stock, fertilization of ponds, preparing fish for delivery, distribution to

assigned waters, and other related aspects of production and distribution activities.

Factors:

1. Knowledge Required by the Position:

- General knowledge of fish and/or wildlife biology and elementary knowledge of the operational routines and procedures used in this area to perform a variety of tasks.
- Knowledge of technical terminology used in the fields of fish and wildlife biology to understand routine assignments and communicate with co-workers.
- Knowledge and skill in taking very basic scientific measurements, performing simple mathematical calculations, and keeping simple records in order to collect and assemble data from field surveys or investigations.
- Ability to perform repetitive tasks with accuracy.

2. Supervisory Controls:

Specific instructions are provided on a task-by-task basis. Incumbent performs tasks independently and completed work is reviewed for accuracy, quality, and adherence to instructions. Some tasks are assigned for training purposes and are performed under greater supervision. Incumbent is not responsible for conducting entire studies or surveys or for altering established methods and procedures.

3. Guidelines:

Guidelines are in the form of specific oral instruction relating to the station work assignments and will include reading assignments which supplement academic training in the major area of study. Incumbent will perform the work according to the guidelines, deviations must be authorized by the supervisor.

4. Complexity:

Assignment includes primarily routine tasks designed to prepare the student for professional biological work. Varied and more demanding assignments are phased in as incumbent gains experience and additional education. Incumbent assists others by doing simpler portions of daily work operations and by working independently on other operational tasks which are repetitive in nature.

5. Scope and Effect:

Work effort enhances appearance of the physical site, facilitates the technical and professional mission of the project and provides on-the-

job preprofessional training for students in their particular biological field.

6. Personal Contacts:

Personal contacts are with employees within the immediate work unit.

7. Purpose of Contacts:

Contacts are for the purpose of receiving work assignments, receiving instructions, reporting progress or problems and reporting on completed work.

8. Physical Demands:

The work involves standing, bending, walking and a moderate amount of physical exertion. The incumbent may be required to lift containers weighing up to 25 pounds in performance of assigned duties. Incidental operation of Government-owned or leased vehicles is required.

9. Work Environment:

The incumbent works indoors in an office or workshop setting and/or outdoors, where the incumbent may encounter variable weather conditions.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class ____ and ____.